

BAKIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF INSTRUCTION -
Director of Elementary Education ✓

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1. TEACHERS FOLDERS

- Size: Letter-size
- Dates: 1920 - -
- Quantity: 13 file drawers
- File Arrangement: Alphabetical by name of teacher

The Teachers Folders in the Elementary School series contain the following papers:

- Application for teaching position
- Correspondance
- Letters of assignments
- Letters of recommendation
- Payroll Information Sheets (copy to Payroll Division)
- Teacher's Contract

Current Teachers Folders containing payroll information are filed in the Payroll Division and those containing accreditation papers are found in the files of the Personnel Division. Upon termination of a teacher's service the files in all divisions are combined, including Classroom Observation Reports filed in the office of the Assistant Superintendent of Education, and filed in Teachers Folders-- Non-current in the Personnel Division.

RECOMMENDATION: RETAIN FOR DURATION OF EMPLOYMENT, THEN TRANSFER CONTENTS OF THE FOLDER TO THE NON-CURRENT COMBINED FILE, TEACHERS FOLDERS--NON-CURRENT.

2. GENERAL FILE

Size: Letter size
Dates: 1950 - -
Quantity: 10 file drawers
File Arrangement: By subject
Disposable Amount: 5 cubic feet

The General File contains one or more folders of record material arranged under the following subject headings:

- Budget for Activities
- Correspondence - General
- Curriculum Studies and Reports
- Inter-office Memoranda
- Organization Reports
- Policy
- Procedure
- Professional Organizations
- Salary Schedules
- School File
 - Correspondence on Special Problems
 - Special Committee Studies, Reports, and Minutes
 - State Department of Education
 - Teacher Appointments
 - Teacher Resignations

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.